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Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

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March 15, 2011

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

COUNTYWIDE CLASSIFICATION ACTIONS (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

SUBJECT

This letter and accompanying ordinance will update the tables of classes of positions and departmental staffing provisions by adding a new classification, by changing the salary of an unclassified classification, by deleting non-represented classifications, by reclassifying positions in various County departments, and by making technical corrections.

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add one (1) classification, to make a salary change to one (1) unclassified classification in the Department of Human Resources, to delete two (2) unclassified classifications and three (3) non-represented classifications from the County Classification Plan, to implement results of classification studies in the departments of Public Health and Registrar-Recorder/County Clerk, and to make technical corrections.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Your Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification and compensation recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification and compensation recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs (Attachments A and B). This is a primary goal of the County's classification and compensation system. Positions reclassified upward are consistent with the class concepts of the proposed classifications.

We are recommending these actions based upon generally accepted principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations and can reduce the number of costly personnel-related problems.

New Classification

The classification of Certified Medical Assistant is being established for the Department of Health Services (Attachment A). Under the technical supervision of a physician, the Certified Medical Assistant will perform a variety of administrative, clerical, and technical support services to patient care in an outpatient clinic. The creation of this classification is in line with the Department of Health Services Ambulatory Care Restructuring Work Plan that was approved by your Board on April 13, 2010.

Salary Change

We are recommending a salary change for one (1) unclassified Management Appraisal and Performance Plan (MAPP) classification in the Department of Human Resources (Attachment A). Specifically, we recommend a salary range increase for the Assistant Director, Human Resources (UC), from R16 to R17. This recommendation will establish the standard two range differential between this class and the immediate subordinate position of Senior Human Resources Manager (S15). Superior/subordinate pay range differential guidelines were initially outlined in our March 27, 2007 letter to your Board regarding Management Appraisal and Performance Plan changes.

Deleted Unclassified and Non-Represented Classifications

We are recommending the deletion of two (2) vacant unclassified classifications and two (2) non-represented classifications from the County Classification Plan (Attachment A), as a result of the elimination of the Office of Public Safety approved by your Board on August 24, 2010. In addition, the Director, Fiscal Administration, Sheriff is being deleted in conjunction with its reclassification approved by your Board on January 18, 2011. These recommendations are consistent with the County's strategy to reduce the number of duplicative and obsolete classifications.

Reclassifications

Based upon individual position studies conducted at the request of two (2) departments, we recommend that two (2) positions be reclassified (Attachment B). The assigned duties, responsibilities, and/or utilization of these positions have changed since the original allocations were made. The positions would be more appropriately classified to the recommended classes.

Technical Corrections

The following technical corrections are related to the implementation of the eHR payroll system as reported to your Board in March 2010 by our Compensation Policy Division. These are minor errors in the County Code that need to be corrected in order to clarify language inadvertently omitted.

Nonelective Annual Leave

We are correcting a minor typographical error in the County Code that has transposed the table headers relating to the accrual of Nonelective Annual Leave for Megaflex participants. There is no impact to Megaflex participants since the accrual rules are functioning properly in the County Wide Timekeeping and Payroll Personnel System (CWTAPPS).

County Contribution to Health Insurance for Non-Student Part-Time Employees

On March 23, 2010, your Board adopted several payroll-related ordinance changes relating to the 2010 Phase 2 implementation of the new Advantage Human Resources System (i.e., eHR). One major change was the conversion from a calendar day pay system to a workday pay system. Several portions of the ordinance impacted by this conversion were revised. However, the section relating to the County's contribution for health insurance for non-student part-time employees was overlooked. Specifically, the qualifying minimum monthly hours were not adjusted to reflect the new work day basis. The attached ordinance includes the adjustment.

Standardized Salary Schedule

We are correcting minor typographical errors in the published Standardized Salary Schedule Table. There is no impact to current employees. The rates corresponding to schedules/levels 126B and 126G are properly functioning in CWTAPPS. Furthermore, although we are correcting the rate corresponding to 126F, Step 1 (changing \$12,992.55 to \$12,922.55 per month), there is currently no Standardized Salary Schedule classification which is compensated at that level.

Implementation of Strategic Plan Goals

Your Board's approval of the accompanying ordinance will further the County Strategic Plan Goal 1 - Operational Effectiveness. Specifically, it will address the Service Excellence and Organizational Effectiveness Strategy to improve the quality of the workforce, to achieve departmental operational efficiencies, and to maintain consistency in personnel practices throughout the County. These recommendations are in line with the Human Resources Transformation Strategic Initiative Project, which includes the deletion of specialized classes in an effort to streamline the classification system.

FISCAL IMPACT/FINANCING

The projected budgeted annual costs for the two (2) positions that will be reclassified and the recommended salary change is estimated to total \$41,765 (all funds). Net County cost is estimated to be \$12,461. Cost increases associated with the compensation changes will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate notifications have been made to the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

The Honorable Board of Supervisors
March 15, 2011
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IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through the proper compensation of positions.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:BC:EFS
SJM:LR:KP:ra

Attachments (2)

c: Department of Human Resources
Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Affected Departments

ATTACHMENT A**CLASSIFICATION RECOMMENDED FOR ADDITION TO THE CLASSIFICATION PLAN**

Proposed Savings/ Cafeteria Benefit Plan	Item No.	Title	Salary Schedule & Level
Horizons/ Options	5092	Certified Medical Assistant	NM 68C

UNCLASSIFIED CLASSIFICATION RECOMMENDED FOR SALARY CHANGE

Item No.	Current Title	Current Salary Schedule & Level	Recommended Salary Schedule & Level
1918	Assistant Director, Human Resources (UC)	N23 R16	N23 R17

UNCLASSIFIED CLASSIFICATIONS RECOMMENDED FOR DELETION

Item No.	Title
2853	Chief, Office of Public Safety (UC)
2851	Deputy Chief, Office of Public Safety (UC)

NON-REPRESENTED CLASSIFICATIONS RECOMMENDED FOR DELETION

Item No.	Title
2838	Bureau Chief, Los Angeles County Police
1010	Director, Fiscal Administration, Sheriff
2824	Security Guard

ATTACHMENT B**RECOMMENDATIONS FOR POSITION RECLASSIFICATION****DEPARTMENT OF PUBLIC HEALTH – PUBLIC HEALTH SERVICES**

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Senior Physician Item No. 5456N N42 E08 Non-Represented	Chief Physician I Item No. 5457N N42 E09 Non-Represented

The subject position reports to a Chief Physician III and is assigned to the Communicable Disease Control and Prevention, HIV Epidemiology Program where it provides oversight to six (6) units: Data Acquisition, Special Projects, Data Analysis, Seroepidemiology, Core Surveillance, and Administration. Specific duties include planning and coordinating epidemiologic studies, directing investigations and enforcing state laws related to the reporting of HIV/AIDS County-wide. The position also serves as the County's subject matter expert on HIV/AIDS surveillance and provides input to the Center for Disease Control and Prevention and the State Office of AIDS regarding policy and procedural changes to HIV surveillance-related national guidelines and legislative bills. In addition, the position manages State and federal grants and is responsible for the budget, procurement, and personnel functions of the HIV Epidemiology Program.

The assigned duties and responsibilities are consistent with the classification standards for Chief Physician I, a class which is responsible for planning, coordinating and evaluating specialized health programs on a County-wide basis. Therefore, we recommend upward reclassification to Chief Physician I.

REGISTRAR-RECORDER/COUNTY CLERK

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Head Clerk Item No. 1179A NMV 75B Represented	Head, Election and Document Processing Services Item No. 1205A NMV 84F Represented

The subject position reports directly to the Assistant Division Manager, Programs, Registrar-Recorder/County Clerk and is assigned to the Business Filings Registration Section of the Document Recording Division. The subject position is responsible for planning, directing, and reviewing the work through subordinate supervisors. Duties also include collaborating with management to implement work policies and procedures of the County Clerk; examining legal documents requiring State Law and County Code interpretation; and preparing various reports pertaining to the Section operations.


Based on the scope of supervisory responsibilities, the high level of accountability and the administrative support services assigned, this position meets the Head, Election and Document Processing Services allocation criteria to plan, direct and supervise the activities of a unit performing election, recording or document processing services in the Department of Registrar-Recorder/County Clerk. Therefore, we recommend upward reclassification to Head, Election and Document Processing Services.

ANALYSIS

This ordinance amends Title 6 - Salaries, of the Los Angeles County Code by:

- Adding and establishing the salary for one (1) employee classification;
- Changing the salary of one (1) unclassified classification;
- Deleting two (2) unclassified classifications;
- Deleting three (3) non-represented classifications;
- Amending Sections 5.27.330 (Nonelective Annual Leave), 5.36.029 (Contribution to health insurance for non-student part-time employees), and 6.26.040 (County of Los Angeles Salary Tables); and
- Adding, deleting, and/or changing certain classifications and numbers of ordinance positions in the departments of Public Health and Registrar-Recorder/County Clerk.

ANDREA SHERIDAN ORDIN
County Counsel

By: 
HALVOR S. MELOM
Principal Deputy County Counsel
Labor & Employment Division

HSM:asv

Requested: 12-15-10
Revised: 02-18-11

ORDINANCE NO. _____

An ordinance amending Title 6 - Salaries, of the Los Angeles County Code relating to the addition, deletion, and/or changing of certain classifications and number of ordinance positions in various departments to implement the findings of classification studies.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 6.28.050 is hereby amended to add the following class:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
<u>5092</u>	<u>CERTIFIED MEDICAL ASSISTANT</u>	_____ *	<u>NM</u>	<u>68C</u>

SECTION 2. Section 6.28.050 is hereby amended to change only the salary of the following class:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
1918	ASST DIRECTOR,HUMAN RESOURCES(UC)	10/01/2006	N23	R16
		04/01/2007	N23	R16
		07/01/2007	N23	R16
		01/01/2008	N23	R16
		01/01/2009	N23	R16
		_____ *	<u>N23</u>	<u>R17</u>

SECTION 3. Section 6.28.050 is hereby amended to delete the following

classes:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
2838	BUR-CHF, LOS ANGELES COUNTY POLICE	01/01/2006		102B
		10/01/2006		103G
		07/01/2007	NN	103G
		01/01/2008	NN	104H
		07/01/2008	NM	104H
		01/01/2009	NM	105J
2853	CHIEF, OFFICE OF PUBLIC SAFETY(UC)	10/01/2006	N23	R15
		04/01/2007	N23	R15
		07/01/2007	N23	R15
		01/01/2008	N23	R15
		01/01/2009	N23	R15
2851	DEP-CHF, OFFICE OF PUBLIC SAFETY(UC)	10/01/2006	N23	R13
		04/01/2007	N23	R13
		07/01/2007	N23	R13
		01/01/2008	N23	R13
		01/01/2009	N23	R13
1010	DIR, FISCAL ADMINISTRATION, SHERIFF	10/01/2006	N23	R14
		04/01/2007	N23	S14
		07/01/2007	N23	S14
		01/01/2008	N23	S14
		01/01/2009	N23	S14
2824	SECURITY GUARD	01/01/2006	N3	52D
		10/01/2006	N3	53J
		07/01/2007	N3N	53J
		01/01/2008	N3N	54K
		07/01/2008	N3M	54K
		01/01/2009	N3M	55L

SECTION 4. Section 5.27.330 is hereby amended to read as follows:

5.27.330 Nonelective Annual Leave.

A. Annual Allowance. On January 1st of each Plan Year, each Participant who has completed at least one year of continuous service in the preceding calendar year shall be entitled to a maximum of 10 days of paid Nonelective Annual Leave. Such entitlement shall be based on the Participant's active service in the preceding calendar year as provided in the following table:

Nonelective Annual Leave

Number of Working Days of Nonelective Active Service as a Participant	Number of Days of Annual Leave
<u>Number of Days of Annual Leave</u>	<u>Number of Working Days of Nonelective Active Service as a Participant</u>
1	19
2	55
3	91
4	127
5	163
6	199
7	235
8	271
9	307
10	343

...

SECTION 5. Section 5.36.029 is hereby amended to read as follows:

5.36.029 Contribution to health insurance for non-student part-time employees.

. . .

B. The provisions of this section shall apply to each daily as-needed, daily recurrent, hourly as-needed, hourly recurrent, monthly permanent ½ time, monthly permanent 3/5 time, monthly permanent 5/8 time, monthly permanent 2/3 time, monthly permanent 3/4 time and monthly permanent 4/5 permanent time (designated as C, E, F, H, U, V, W, X, Y and Z, respectively, in Section 6.28.020 of this Code) who:

1. Has been in a pay-status for an average of 20 hours a week for the three consecutive months prior to enrollment in the County sponsored health plan. For purposes of this section, an employee will be deemed to have ~~worked~~ been in a pay status for an average of 20 hours per week if, in the aggregate, he has been compensated the following number of hours over any three (3) consecutive month period:

- a. ~~249~~ 244 hours if employed on a daily or hourly basis,
- b. ~~360~~ 256 hours if employed on a monthly temporary or monthly recurrent basis or on a ½ time, 3/5 time, 5/8 time, 2/3 time, 3/4 time or 4/5 time monthly permanent basis;

. . .

SECTION 6. Section 6.26.040 is hereby amended to read as follows:

6.26.040 County of Los Angeles Salary Tables.

STANDARDIZED SALARY SCHEDULE TABLE								
S C H E D U L E	L E V E L	MONTHLY STEP RATES						
		1	2	3	4	5		
		NOTE 2	1	2	3	4	FIRST	TOP
			NOTE 3	1	2	3	STEP	STEP
				NOTE 4	1	2	HOURLY	ANNUAL
					NOTE 5	1	RATE	RATE

...

126b <u>126</u>	B	12,794.91	13,508.73	14,262.55	15,057.55	15,896.64	73,534 <u>73,534</u>	190,759.68
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126	F	12,992.55 <u>12,922.55</u>	13,643.64	14,404.73	15,207.73	16,055.18	74.268	216,662.16
126	GT <u>G</u>	12,954.45	13,677.36	14,440.27	15,245.27	16,094.82	74.451	193,137.84

...

SECTION 7. Section 6.77.010 (Department of Public Health – Public health services) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>5457N</u>	<u>1</u>	<u>CHIEF PHYSICIAN I</u>

SECTION 8. Section 6.77.010 (Department of Public Health – Public health services) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5456N	5 <u>4</u>	SENIOR PHYSICIAN

SECTION 9. Section 6.114.010 (Registrar-Recorder/County Clerk) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1179A	4	HEAD CLERK

SECTION 10. Section 6.114.010 (Registrar-Recorder/County Clerk) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1205A	48 <u>19</u>	HEAD,ELECTION & DOCUMENT PROC SERVS

SECTION 11. Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

*The Executive Office/Clerk of the Board of Supervisors shall insert the effective date for the compensation change made to Section 6.28.050 of the County Code.

[RECLASSMAR11KPCEO]